

**How do you rate your grammatical prowess? See if you can spot the grammar, punctuation and spelling mistakes in the following extract from a change consultant's report to management.**

Management wants to introduce new measures to combat the noticable increase in sick leave. The average annual number of sick days has risen from five to 10 which is seen as a considerable embarassment to the new HR director. But I wonder if the responsibility should lay solely with her? And even if management does agree who's responsibility the problem is they also have a seperate - and justified concern that any action taken should be carefully-considered.

Meanwhile, although the employees are hoping for a decent pay rise its likely that their going to be disappointed. The CEOs arguement is that they got one last year and there's been no corresponding improvement in performance so he's not prepared to consider another rise. He said "The pay rise has had the opposite affect. People have become more lethargic, since we started paying them more." However other board directors might feel that higher pay will accelarate performance, although it will take time.

Whatever happens with regards to pay rises, the principle point here is that it's time the Board announced it's decision. The uncertainty is effecting staff morale, less

people than expected are supporting company events, as there's a general feeling that the responsibility for making these events a success is not their's.